

# CJIS SUPPLY REQUISITION FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306		Date: _____	
Form Number	Description		Quantity* with ORI#
	Arrest and Institution Fingerprint Cards (white card with red ink)		
FD-258	Applicant Fingerprint Cards (white card with blue ink)		
	Personal Identification Fingerprint Cards		
	Palm Prints (white card with red ink)		
	Completely Blank (white card)		
	Final Disposition Report Form		
	Flash/Cancellation Notice		
	Supervision Transfer Notice		
<b>ENVELOPES ( 8 3/4" X 8 3/4" self-addressed)</b>			

\*Total number of individual cards, forms, envelopes, etc.

**Facsimile Orders may be sent to (304) 625-3984**

Our Law Enforcement Online (LEO) website address is: <http://home.lego.gov/lesig/cjis>  
 Click on: General Information  
 Click on: Online Fingerprint Card Order Form

**Service Numbers:** Questions concerning your **supply orders** may be directed to LSU at (304) 625-3983

For questions regarding the appropriate **selection and use** of materials listed on this form, call (304) 625-2000 and request the **Forms Information Line**.

To speak with someone about available fingerprint **training materials, instructional aids, and/or** to order **instructional materials**, Call (304) 625-2000, and request the **Fingerprint Training Information Line**.

**Please type or print information**

ORI Number IN920430Z (must be furnished)

Agency Indiana Department of Child Services Delivery Hours \_\_\_\_\_

Agency point of contact & telephone # \_\_\_\_\_

Complete shipping address (no P.O. Box, if possible) \_\_\_\_\_

City, State and Zip Code # \_\_\_\_\_